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**NLRB GENERAL COUNSEL PERMITS
E-MAIL TO TRANSMIT DOCUMENTS**

Arthur F. Rosenfeld, General Counsel of the National Labor Relations Board, announced today that the agency's 51 field offices now will accept via E-mail receipt of certain communications and documents related to case processing. Until now, the Office of the General Counsel accepted telephone communications between parties and Board agents and mail and fax transmissions for the receipt of documents.

"Given the widespread use of Internet E-mail, I thought we should begin changing our traditional business practices to take advantage of the benefits of that technology in Regional Office casehandling," General Counsel Rosenfeld stated. "This policy represents our latest step toward a comprehensive electronic communications program, including E-filing of various documents."

To encourage and facilitate the exchange of casehandling information between the parties and their representatives and Board agents, Board agent E-mail addresses will be made available to the parties. Doing so will facilitate communications between Board agents and all parties and/or their representatives on such transactions as scheduling appointments, requesting evidence, information and positions regarding the investigation of the case, and including as E-mail attachments – questionnaires, draft telephonic affidavits, or other relevant documents. Board agents will honor requests from outside parties and/or their representatives that communications not be sent by E-mail.

The General Counsel cited the following as documents that can be sent as E-mail attachments to field offices: position statements, notices of appearance, certain requests for extensions of time, election observer designations, requests to proceed, withdrawal requests, and disclaimers of interest. All such documents must be sent to offices at designated E-mail addresses in a "read only" format and using software that is compatible with Microsoft Office [i.e., text files must be saved in .doc (Word) format]. As an interim measure, to insure receipt of documents transmitted by E-mail, hard copies of E-mails and attached documents must be either mailed or faxed to the appropriate field office. The responsibility for the receipt and usability of a document rests exclusively upon the sender.

Outside parties will not be permitted to electronically transmit to a field office any documents that are required by the Board's Rules and Regulations to be filed by a date certain.

Some examples are: election objections, *Excelsior* lists, requests for review, briefs in representation cases, briefs to Administrative Law Judges, exceptions and briefs to the Board, answers to complaints, motions for summary judgment, petitions to revoke subpoenas, unfair labor practice charges, and representation petitions. These documents are time-sensitive and timely receipt occasionally is disputed.

The Board currently is developing a number of E-Government initiatives to permit electronic filings of certain documents with the Board in Washington, D.C. The Board amended its Rules and Regulations in November 2002 to allow for the acceptance of documents submitted utilizing forms on the NLRB Web site (www.nlr.gov).

Details on the General Counsel's new E-mail procedures are contained in a memorandum to field offices dated May 6, 2003 that is accessible on the NLRB web site. Go to: <http://www.nlr.gov/ommemo/ommemo.html>

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